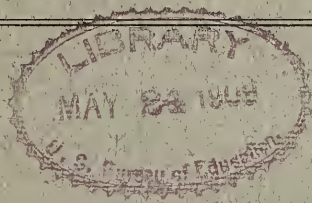


BY-LAWS, RULES
and REGULATIONS



Public Schools
OF FORT COLLINS, COLORADO

APPROVED BY BOARD OF
EDUCATION, NOVEMBER 9, 1908

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Press of the Fort Collins (Colo.) Express.

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BOARD OF EDUCATION.

H. D. HUMPHREY (1909)

ED. H. HALL (1910)

J. W. SKINNER (1909, filling vacancy)

J. W. LAWRENCE (1912)

MRS. M. H. AIKIN (1913)

OFFICERS.

ED. H. HALL, President

H. D. HUMPHREY, Secretary

MURDOCK NELSON, Treasurer

M. F. MILLER, Superintendent

S. O. K. REED, Attendance Officer

COMMITTEES.

Auditing and Finance—Messrs. Skinner and Lawrence and Mrs. Akin.

Teachers and Salaries—Mrs. Aikin, Messrs. Hall and Skinner.

Supplies and Janitors—Messrs. Humphrey, Skinner and Lawrence.

Buildings and Grounds—Messrs. Hall, Lawrence and Skinner.

Rules, Regulations and Discipline—Mr. Lawrence, Mrs. Akin, Mr. Humphrey.

Course of Study, Text Books and Library—Mrs. Akin, Messrs. Humphrey and Hall.

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BY-LAWS

ARTICLE I.

ORGANIZATION OF BOARD

At the first meeting of the Board of Directors after the annual election, they shall proceed to organize as prescribed by law, by the election of President, Vice President, Secretary and Treasurer.

ARTICLE II.

MEETINGS

The regular meetings of the Board shall be held the last Thursday of each calendar month at 7.30 p. m., in the office of the Board of Education. Special meetings may be held when deemed necessary by the President, or at the request of any two members of the Board, proper notice having been sent to the other members of the Board and the Superintendent.

A majority of the Board shall be necessary to constitute a quorum for the transaction of business.

ORDER OF BUSINESS

At the hour appointed the meeting shall be called to order by the President, or in his absence by the Vice President. The Secretary shall proceed to call the roll, note the absentees, and announce whether a quorum is present; upon the appearance of a quorum the Board shall proceed with the business before them, which shall be conducted in the following order:

FIRST—Reading, correcting and approving the minutes of preceding meeting.

SECOND—Petitions and other communications.

THIRD—Introduction and disposal of bills and salary claims.

FOURTH—Report of Committees. First, Standing Committees; Second, Special Committees.

FIFTH—Report of the Superintendent.

SIXTH—Unfinished Business.

SEVENTH—Miscellaneous Business.

The government of the Board shall be in accordance with Robert's Rules of Order.

ARTICLE III

DUTIES OF OFFICERS.

PRESIDENT

It shall be the duty of the President to preside at all meetings of the Board; to sign all contracts, orders, bonds, etc.; to call meetings of the Board when he shall deem it necessary, or at the request of any two members; to appoint all committees unless otherwise ordered; to lay before the Board from time to time such suggestions as may, in his opinion, be for the highest interests of the schools; to close the schools, when proper, for a period not exceeding three days; and to perform such other duties as may properly pertain to his office, or be enjoined by the Board. The Vice President shall act as President in case of absence of the President.

SECRETARY

The Secretary shall keep a correct record of the proceedings of each meeting of the Board, including a list of all bills presented and the action thereon, in a book provided for the purpose; he shall have charge of the records of the Board; shall give notice of all meetings; he shall perform all the duties devolving upon

him by law, and such other duties as may be directed by the Board.

He shall tabulate in a special book all insurance policies held by the Board; and under the direction of the Finance Committee, shall see that the property of the District is kept fully insured.

He shall keep in a fire-proof vault, or other safe place, all deeds, insurance policies, receipted bills, and such other papers as the Board may direct.

TREASURER

The Treasurer shall receive all moneys accruing from the sale of bonds; and shall pay out the same upon warrants issued by the Board of Education, signed by their Secretary and President, on account of the erection and furnishing of school buildings, and the purchasing of school sites.

He shall keep all necessary accounts pertaining to the duties of his office, and shall render a semi-annual report of all moneys received and disbursed by him.

MEMBERS.

Only in so far as expressly stated in the Rules and Regulations shall any member of the Board have a right individually to give any direction with reference to the management of the schools.

ARTICLE IV.

COMMITTEES.

The President shall, at the first regular meeting after the reorganization of the Board, or as soon thereafter as practicable, appoint the following standing committees:

Committee on Auditing and Finance.

Committee on Teachers and Salaries.

Committee on Text-Books, Courses of Study and Library.

Committee on Buildings and Grounds.

Committee on Rules, Regulations and Discipline.

Committee on Supplies and Janitors.

DUTIES OF COMMITTEES.

AUDITING AND FINANCE.—It shall be the duty of the Committee on Auditing and Finance to estimate the amount of insurance needed to protect the District; they shall also ascertain the amount of money needed for the current expenses of the year, and recommend to the Board at the October meeting the amount of special tax to be levied to meet the same. They shall examine the records, accounts and financial papers of the Board annually, and see that they are properly kept. They shall consider and report on all claims referred to them by the Board, and shall recommend to the Board such measures of finance as shall work to the best interests of the District.

TEACHERS AND SALARIES.—It shall be the duty of the Committee on Teachers and Salaries to be represented at the examinations of teachers, and after the Superintendent has made his report on the results of examination, to assist him in making out a list of candidates suitable for vacancies; to act with the Superintendent in making the assignment of teachers to the several grades, and in making such changes and transfers of teachers as will be for the best interest of the schools; to make out, with the Superintendent, a list of teachers to be recommended for re-election at the regular April meeting of the Board. They shall exercise a general supervision over the educational department of the schools. They shall consider and

report upon all questions relating to salaries of teachers.

BUILDINGS AND GROUNDS.—It shall be the duty of the Committee on Buildings and Grounds to keep the buildings in proper condition and to recommend such changes and repairs as they may deem necessary; to see that the walks, fences and outhouses are kept in good condition; to keep the school grounds properly graded and drained; to consult with architects and procure the most suitable plans for new buildings, when instructed by the Board so to do. They shall exercise a general supervision over all work ordered and see that the contractors do their work properly. They shall keep themselves well informed on the subject of school architecture, and the most approved plans for lighting, heating and ventilating school rooms. They shall consider and report on questions relating to the district and sub-district boundaries and building sites. They shall, under the direction of the Board, purchase all school furniture.

TEXT-BOOKS, COURSES OF STUDY AND LIBRARY.—It shall be the duty of the Committee on Text-Books, Courses of Study and Library to recommend, from time to time, such improvements in the course of study, changes in text-books, and the purchase of such maps, books, apparatus, etc., as may be deemed expedient. They shall assist the Superintendent in the revision and publication of any catalog or annual report of the schools, and in establishing regulations relating to the kind and frequency of examinations.

RULES, REGULATIONS AND DISCIPLINE.—The Committee on Rules, Regulations and Discipline shall propose such revisions of the Rules and Regulations as

they may deem proper, and submit them to the Board for its action.

It shall be their duty to act in all cases of grievance not satisfactorily settled by the Superintendent, due notice of the fact having been given him by the Chairman of the Committee. When such a case is pending a meeting of said Committee shall be called on the day of the first subsequent regular meeting of the Board, and at an hour previous to that meeting, when such complaint shall be carefully investigated. Persons competent to testify having been heard and dismissed, the case shall be considered by the Committee. If the Committee fail to agree in arranging the difficulty they shall report the matter to the Board for final action.

SUPPLIES AND JANITORS.—It shall be the duty of the Committee on Supplies and Janitors to order supplies such as crayon, ink, erasers, paper, drawing material, chemicals, brooms and dusters. At the June meeting action shall be taken thereon by the Board, as far as possible, and supplies so ordered that they may be in the office of each building at the fall opening of school. Recommendations concerning the employment, government and discharge of janitors shall rest with this Committee.

NOTE—No Committee shall enter upon a contract, or direct the purchase of any thing that shall involve the expenditure of more than \$50.00, without having been instructed so to do by the Board, except it be for the necessary supply of fuel, text-books, insurance, or supplies in regular use.

ARTICLE V.

ELECTION OF TEACHERS.

The election of Superintendent shall occur at the regular meeting of the Board in March, and after the first year's service he shall be elected for a term of two years.

The regular annual election of teachers shall take place at the April meeting of each year unless otherwise ordered.

All questions relating to the qualifications or conduct of teachers shall be considered in executive session.

ARTICLE VI.

TUITION FUND.

The money received from tuition shall be set aside as a special fund for the purchase of library books, supplementary reading, maps, apparatus, pianos, models and school room decorations, and for such other purposes as the Board may direct.

ARTICLE VII.

AMENDMENTS.

These By-Laws may be altered or amended at any regular meeting of the Board; provided notice be given, in writing, one month previous, stating in what particular it is desired to alter or amend any given article and section; but at any meeting any By-Law may be suspended for that meeting by unanimous consent.

RULES & REGULATIONS

ORGANIZATION OF SCHOOLS

The public schools of this District shall consist of the kindergartens, grammar schools, and a high school.

The Kindergartens shall have a course covering two years of work, designed for pupils entering at the age of four years. The membership of each kindergarten shall be limited, and when the limit of membership is reached any other applicants for admission shall be registered on a waiting list in the order of application.

The grammar school course shall be for eight years.

The high school course shall be for four years. Pupils completing the course, and having a satisfactory record of conduct, shall be entitled to a diploma.

CALENDAR

Unless otherwise ordered by the Board the schools shall open on the Tuesday following the first Monday of September, and continue in session for nine school months, not including vacations.

The Fall Term shall consist of sixteen weeks, to be followed by a holiday vacation of two weeks. The Winter Term shall consist of twelve weeks, to be followed by a vacation of one week. The Spring Term shall consist of eight weeks.

The regular holidays shall be the State and National holidays, with the exception of election day. The Thanksgiving holiday shall include the Friday following.

DAILY HOURS

Unless otherwise ordered all schools shall begin at 9.00 a. m. and 1:30 p. m. The first and second grades and the kindergartens shall close at 11:30 a. m., and 3:30 p. m.; the upper grades at 12:00 m. and 4:00 p. m.; the High School at 12:00 m. and 3:45 p. m.

All grades shall have a recess during each session.

SUPERINTENDENT.

Section 1. The Superintendent of Schools shall be the Executive Officer of the Board of Education in details of school management, and shall act under the advice and direction of the Board, and shall exercise general supervision over all the public schools, school houses, furniture and apparatus. He shall enforce the Rules and Regulations of the Board, and is accordingly vested with authority to carry them into effect.

Sec. 2. All communications of the Board to teachers or pupils, or of teachers or pupils to the Board, should be made thru the Superintendent.

Sec. 3. He shall acquaint himself with whatever principles and facts may concern the interest of popular education, and with all matters pertaining to the organization, instruction and discipline of public schools, to the end that all pupils in these schools may receive the best educational advantages possible.

Sec. 4. He shall visit the various schools as often as his duties will permit, and shall pay particular attention to the classification and grading of pupils. In passing from school to school he shall endeavor to secure improvement and to remedy defects. He shall carefully observe the teaching and discipline of the teachers, and shall report to the Board any teacher

found deficient or incompetent in the discharge of any duty.

Sec. 5. He shall attend the meetings of the Board except when excused by the Board thru the President, and shall keep the Board constantly informed of the condition and needs of the schools. He shall be entitled to speak upon all matters pertaining to the management of the schools. He shall recommend to the Board, from time to time, such rules and regulations for the government, discipline and management of the schools as he may deem expedient. At the close of the school year he shall present to the Board a written report giving as particular a view as may be of the progress and condition of the schools.

Sec. 6. He shall have his office at the High School Building, and shall have regular daily office hours on school days as follows: from 8:30 a. m. to 9:10 a. m. and at 4:00 p. m.

Sec. 7. With the assistance of the Principals he shall examine and assign to the proper grades all new pupils.

Sec. 8. He shall have charge of all transfers of pupils from their own sub--districts, and it shall be his duty to make such transfers as shall approximately equalize the number of pupils assigned to teachers of corresponding grades.

Sec. 9. He shall fix the time and prescribe the mode of all examinations of pupils for promotion from class to class, and determine the conditions thereof, so that they may be equal and uniform thruout the schools. The decision of the Superintendent with reference to the grading or classification of any pupil shall be final.

Sec. 10. He shall collect all tuition moneys, paying them to the Secretary from time to time, and shall make report of same in full at the close of the year.

Sec. 11. He shall have the power to temporarily suspend from the privileges of the school any pupil guilty of gross misconduct or continued insubordination. The Board alone has power to expel. In all cases of suspension the Superintendent shall promptly furnish the Secretary of the Board and the parent or guardian a full statement of the causes which led to the suspension. Pupils suspended may be reinstated by the Superintendent; pupils expelled may be reinstated only by the Board.

Sec. 12. He shall keep a list of the names of those pupils whose parents or guardians declare that they are unable to provide them with the necessary books. But no books shall be supplied at the expense of the District unless satisfactory evidence of such inability is given. Books so furnished are to be regarded as the property of the District, and only loaned to the pupils. The teachers shall be held responsible for due diligence in securing the return of all such books.

Sec. 13. He shall hold monthly and special Teachers' Meetings during the school year, and arrange such program of exercises for the same as, in his judgment, the interests of the schools may require; and he shall report to the Board all delinquencies of teachers, either in attendance or duty at the meetings. Such meetings may be held upon Saturdays when it is deemed best.

Sec. 14. He shall devise and place with the teachers such blanks and records as in his judgment will best advance the interests of the schools.

Sec. 15. He shall carefully investigate the record of all applicants for positions to teach in the schools of this District, and report the results of his investigations to the Board when there are vacancies to be filled.

Sec. 16. He shall have charge of the examination of teachers for certificates of this District, and may call to his assistance the Principals, Supervisors or teachers as he may deem necessary.

Sec. 17. At the beginning of each school year he shall assign all teachers, subject to the approval of the Committee upon Teachers.

Sec. 18. He shall have power to fill all vacancies occasioned by the temporary absence of any teacher, and to make such other temporary arrangements relative to the schools as he may deem necessary, and report the same to the Board at its next meeting.

Sec. 19. He shall have authority to arrange for such Parents' Meetings as he considers will advance the interests of the schools, and to call upon teachers for any needed assistance in conducting the same.

Sec. 20. At the close of each school month he shall report to the Secretary the time for which each teacher is entitled to receive pay.

Sec. 21. At the close of the year he shall furnish the Secretary all data at his command needed for the compilation of the Secretary's Annual Report.

Sec. 22. On very stormy days, when it would be unwise exposure for teachers and pupils to attempt to return for the afternoon session, the Superintendent is authorized to dismiss all schools for the day at 1:00-1:30 p. m. On all such occasions it shall be the duty of the Principals to arrange for an ample num-

ber of teachers to remain till the regular time for afternoon opening of schools.

Sec. 23. He shall have general direction of the work of the Attendance Officer.

Sec. 24. He shall not leave the city during school time without notifying the President.

Sec. 25. He shall receive all complaints from parents or guardians regarding the treatment of pupils in the schools, and deal with them to the best of his ability.

Sec. 26. In case of absence or disability of the Superintendent the High School Principal shall act in his place upon such matters as demand immediate attention.

PRINCIPALS.

Section 1. Principals shall be immediately responsible to the Superintendent. In addition to their duties as teachers they shall co-operate with the Superintendent in enforcing the Rules and Regulations, and in devising means to secure the highest efficiency of the entire school system; they shall establish and personally see to the enforcement of regulations for the purpose of securing uniform good order on the part of the pupils of their respective buildings in passing thru halls and stairways; also for securing good condition, neatness and cleanliness of the yards, basements and out-buildings, as well as good order and proper conduct in the same. It shall be the duty of the teachers to co-operate in securing this result.

Sec. 2. Each Principal shall designate one or more rooms of his building to be known as "Lunch Rooms," in which all pupils shall congregate who have per-

mission to bring lunches. The Principal and assistants shall take charge of the "Lunch Room" in such regular order as may be fixed by the Principal, except at such times as the janitor can see to this work without its interfering with his other duties.

Sec. 3. As far as reasonably possible they should be upon the play grounds a part of each intermission.

Sec. 4. They shall be responsible for punctuality in giving the necessary signals for assembling and dismissal of pupils; and it shall be their duty to have periodic fire drills for use in emergency, using a uniform signal thruout the school system.

Sec. 5. It shall be their duty to notify the Superintendent of neglect or inability on the part of teachers or janitors, and to carefully enforce the rule pertaining to tuition of non-resident pupils.

Sec. 6. They shall not leave their premises during school hours without notifying the Superintendent.

Sec. 7. They may send the janitors on any errand connected with school matters, care being taken not to interfere with the other duties of the janitor.

Sec. 8. The High School Principal shall be custodian of the library and all apparatus belonging to his department, also of all property or equipment belonging to any organization or society of the High School. With approval of the Superintendent the direct custody of any property may be delegated to an assistant. who shall care for such property as directed by the Principal. No property of the school shall be lent to outsiders without written permission of the Superintendent or the President of the Board.

SUPERVISORS.

Section 1. Supervisors shall, under the direction of the Superintendent, carry out the special work assigned them. At the beginning of each year they shall assist the Superintendent in the organization of the schools, and they shall assist also at the semi-annual examinations. They shall call together the teachers by grades, and instruct them in those subjects over which they have supervision.

Sec. 2. At the beginning of the school year each Supervisor shall make out a schedule for regular visitation of each school, file the same with the Superintendent, and strictly follow it, except when needed for substitute work or other service.

Sec. 3. They shall make written reports of the progress of their work to the Superintendent as often as he may request.

Sec. 4. In so far as they will apply, the rules for teachers shall apply to Special Teachers and Supervisors as well.

TEACHERS.

Section 1. In selecting teachers the Board will consider the record of the candidate in schools of established reputation, in connection with special preparation, health and personal appearance. Married women are not eligible to regular appointment; this will be understood to include widows with children.

Sec. 2. All new teachers are engaged for a trial term of three months. Teachers under contract elsewhere will not be considered unless they can secure honorable release from contract.

Sec. 3. Candidates for high school positions must have completed a course in a reputable college, or its full equivalent, and have had successful experience in teaching their particular lines of work.

Sec. 4. Candidates for grade positions must have either Normal school diplomas or first grade certificates, in force at the time of engagement; also *at least* two years of successful experience, preferably in graded schools of good standing. A minimum of two years of special preparation in Normal School or College, in addition to a high school course, is expected. Grade teachers are not engaged for any certain grade or room, the Board reserving the right to transfer whenever, in its judgment, the interests of the schools so require.

Sec. 5. Candidates for position of Director or Head Assistant in Kindergarten must have a diploma from a Kindergarten Training School, or a Kindergarten certificate approved by the State Normal School.

Sec. 6. First grade high school certificates will be issued to high school teachers without examination, in recognition of college diplomas. Grade teachers will be expected to pass the examination of this District, either before appointment, or at the first district examination thereafter. The subjects will include elementary music and drawing, in addition to those required by the state law. First grade certificates, good for three years, will be issued to those securing an average standing of 90%, with no grade below 70%. Grade teachers failing to secure a first grade certificate on any examination will be granted a certificate good till the next examination, and be allowed to retain all the acceptable grades earned.

Sec. 7. Monthly Salary Schedule:

	1st yr.	2nd yr.	3rd yr.	4th yr.	5th yr.
Grammar School					
Principals.....	\$100.00	\$105.00	\$111.11	\$111.11	\$111.11
Supervisor					
of Music.....	90.00	95.00	100.00	100.00	100.00
Supervisor					
of Drawing	80.00	85.00	90.00	90.00	90.00
Supervisor					
of Writing.....	70.00	75.00	80.00	80.00	80.00
High School					
Assistants.....	80.00	90.00	100.00	100.00	100.00
Grade					
Teachers.....	60.00	65.00	70.00	75.00	80.00
Kindergarten					
Director.....	70.00	75.00	80.00	80.00	80.00
Kindergarten					
Sub-director.....	60.00	65.00	70.00	70.00	70.00
Kindergarten					
Head Assistants..	45.00	50.00	55.00	55.00	55.00
Kindergarten					
Cadet Assistants..	30.00	35.00	40.00	40.00	40.00

Sec. 8. The advance in salary in all cases will depend upon excellence of service. Grade teachers are not eligible to the fourth year advance in salary until first grade certificates of this District have been earned on examination.

Sec. 9. Substitute teachers shall receive the minimum regular rate of pay of the grade taught, for the time of actual service.

Sec. 10. Unless otherwise provided teachers receiving an appointment shall be required to sign the usual form of agreement provided by the Board within one week after appointment.

Sec. 11. No teacher shall have the right to resign without the consent of the Board. Teachers are not expected to ask for release from contract for any other reason than their own severe illness or severe illness in their homes which necessitates their presence.

Sec. 12. The teachers of the several grades shall be held responsible for the enforcement of the rules of the Board of Directors, Superintendent, and the Principals of their respective buildings, and they are hereby authorized and required to carry them into effect.

Sec. 13. It shall be the duty of every teacher to be present for duty at least thirty minutes before time for opening school in the morning, and fifteen minutes in the afternoon. Teachers shall open school punctually at the appointed time, devote themselves during school hours exclusively to the instruction of their pupils, maintain good order, and strictly adhere to the prescribed course of study. All written work, except on daily registers, shall be done out of school hours. No person or persons other than school officials shall be allowed to address, entertain, or otherwise consume the time of pupils in the school buildings during school hours without a permit from the School Board or the Superintendent. This applies to making announcements of any kind foreign to matters connected with the schools.

Sec. 14. No teacher shall enroll the name of any pupil without the presentation of a proper admission certificate, unless by order of the Superintendent or Principal. Teachers shall see that a registration card for each pupil is sent to the Superintendent's office within one week after the enrollment of the pupil.

Sec. 15. Each teacher shall keep an accurate register of the daily attendance, tardiness, deportment, etc., of each pupil, according to prescribed forms. Registers shall be kept in the teacher's desks, ready for inspection at any time, and for the use of substi-

tute in case of absence of regular teacher. All pupils received as original entries shall be designated in black ink, the day of registration being indicated by E. All pupils received by transfer shall be recorded in red ink, the day of registration being designated by E. Tr. The date of dropping any pupil by transfer shall be recorded by D. Tr.

Sec. 16. Teachers shall be responsible for proper attention to the attendance of any pupil dropped by transfer, until assured of the reception of the pupil by the teacher to whom the pupil was transferred.

Sec. 17. On days when only one session is held the attendance of pupils for that session shall be duplicated for the other session.

Sec. 18. Names of pupils known to have permanently withdrawn, or who have received written permit for absence from the Superintendent, may be dropped at once. In all other cases, except transfers, pupils should be carried on the registers for six half days of absence. Membership of any pupil shall cease upon the seventh successive half day of absence. In kindergartens or any department holding only one session per day membership shall cease on the fourth successive day of absence.

Sec. 19. On the last Friday of each school month each teacher shall make out her report in duplicate before leaving the building, and send one copy to the Superintendent's office.

Sec. 20. From the daily register and scholarship record monthly reports, which shall include deportment as well as scholarship, shall be forwarded to parents or guardians.

Sec. 21. Teachers should not absent themselves from their schools, except in case of severe illness of self or family; and in each case of absence shall notify the Superintendent in ample time for him to secure a suitable substitute, stating the probable length of absence.

Sec. 22. Teachers absent on account of their own illness, or death in their own immediate family circle, shall suffer no deduction from their salary for such absence when it does not exceed five days per year; full deduction shall be made for all time in excess of five days. Teachers absent for any other reason shall lose pay for all time lost. No teacher shall be absent from any Teachers' Meeting called by the Board, Superintendent, Principal, or Supervisor, without an excuse that would justify absence from school.

Sec. 23. The morning exercises of any room or department may consist of reading a short portion from the Bible, without doctrinal or sectarian comment, the repeating in concert of the Lord's prayer, and singing.

The Constitution of Colorado provides that no sectarian doctrine shall be taught or inculcated in any of the public schools.

Sec. 24. Within two weeks after the opening of the Fall Term each teacher should prepare in duplicate a copy of the daily program, and send one copy of the same to the Superintendent's office and place the other in a conspicuous place in her room. When changes in program are made the Superintendent's office is to be supplied with a revised copy. Each teacher should so arrange her daily program that a reasonable amount of individual instruction may be given to such pupils as may need it.

Sec. 25. Each teacher shall prepare a seating plan of her room, for the use of Superintendent, Supervisors and substitute teachers. This shall be frequently revised, and kept in the register.

Sec. 26. Teachers shall thoroly prepare themselves in all the studies pursued in their classes so that when standing before their classes they shall be confined as little as possible to the text-book.

Sec. 27. Teachers shall give careful attention to the lighting, ventilation and warming of their rooms, and on no account suffer children to sit in draughts of cold air; and, as a rule, cause all windows to be opened at recess for change of air; and at no time raise the temperature of the room higher than 70 degrees nor allow it to sink lower than 65 degrees, Fahrenheit.

Sec. 28. Teachers should not detain pupils at noon, or longer than thirty minutes after the evening session, except in extreme cases, when permission should be obtained from the Principal. Any pupil deprived of regular recess shall be allowed five minutes soon thereafter.

Sec. 29. Teachers shall not dismiss their schools or classes before the appointed time, except by permission of the Superintendent.

Sec. 30. It shall be the duty of teachers to see that their pupils leave the school premises promptly at the close of each session, unless given special permission in each case, and notice of same sent to the Principal. This shall not apply to members of regularly authorized organizations, such as literary societies or athletic clubs, which have secured standing

permission to remain for a limited time upon certain specified days.

Sec. 31. In so far as it affects the interests of the schools, teachers shall have a right to inquire into the conduct of pupils while on the way to and from school and to apply proper punishment when deemed necessary.

Sec. 32. During recesses teachers should remain in or about their respective rooms, having special care of the rooms and adjoining halls, except when on other duty; and they shall allow no congregating of pupils in the halls, or boisterous or noisy play, romping or running in the rooms or halls,* at any time. Teachers will be assigned, in turn, to take charge of halls and entries before school and during intermissions.

Sec. 33. Each teacher must see that her own desk and those of her pupils are put in order before they leave the school room at the close of the day.

Sec. 34. Teachers shall make frequent and careful inspection of the desks of pupils.

Sec. 35. Teachers shall not leave the school buildings before the regular time for dismissal of the advanced pupils of their buildings without in each case notifying the Principal. Teachers of primary and kindergarten pupils, or other grades dismissed before the regular time, are charged with the duty of seeing that their pupils do not disturb the rooms not yet dismissed.

Sec. 36. Teachers shall promptly inquire into the cause of absence of any pupil. If, after diligent inquiry, the cause cannot be ascertained, or there is reason to believe the absence is not necessary, a writ-

ten duplicate report of the absence shall be made promptly and sent to the Superintendent for investigation by the Attendance Officer.

Sec. 37. Teachers are advised to visit the homes of their pupils, to make themselves acquainted with the parents and the home influences of the children. Each teacher should by personal visitation, when other means fail, urge upon parents and guardians the necessity of sending their children regularly and punctually.

Sec. 38. Teachers shall be held accountable for the return of all books loaned to pupils by the District, and of all library books; also for the proper care and preservation of all furniture and apparatus belonging to their respective rooms. Neither teachers nor janitors shall allow any driving of nails or screws into plastered walls, unless specially authorized to do so.

Sec. 39. Each teacher is expected to so arrange her work as to afford the janitor reasonable time for sweeping and dusting; in case they cannot agree upon the time the matter shall be referred to the Principal.

Sec. 40. All regular grade teachers are expected to make themselves proficient, practically as well as theoretically, in such special branches as are taught in the schools. When Supervisors or special teachers are giving work in any room it shall be the duty of the teacher in charge to give undivided attention to the work presented and to the discipline of the room.

Sec. 41. Teachers shall not send any pupil during school hours upon errands except those pertaining to the business of the school, and then only upon approval of Principal.

Sec. 42. As soon as a teacher has reason to believe that it will be necessary to reduce a pupil to a lower grade, she shall give notice of the probable necessity of such a course to the parent or guardian of the pupil at least two weeks before final action in the case, and shall send a like notice to the Superintendent. If, at the end of the time prescribed, it shall be found detrimental to the child's interest, or to the progress of the class, to retain the pupil in the grade, the demotion may be made upon approval of the Superintendent. Every movement of a pupil beyond his class, upward or downward, must be made with caution. All new pupils are given a temporary assignment only, and are subject to reassignment by Principal after proper trial.

Sec. 43. It shall be the duty of all teachers to enforce the rules of discipline kindly, judiciously and impartially, avoiding corporal punishment except in extreme cases, and to exact unqualified obedience to and respect for school regulations; and in all cases of doubt relative to punishment of pupils, they shall refer the matter to the Principal or Superintendent for his decision. Teachers should not send pupils home for punishment except in cases specially advised by the Superintendent.

Sec. 44. Corporal punishment should not be used without careful consideration of the case, and usually only after consultation with Principal or parent. It should not be administered before the pupils, nor should any pupil receive blows about the head or chest. A written report of each case of corporal punishment shall be forwarded at the close of the day to the Superintendent. Reports should include every case

of striking or slapping of pupil by teacher. Make the report self-explanatory. Items desired:

1. Give name, age, and grade of pupil, with date.
2. For what offense? State the circumstances.
3. What effect did the punishment seem to have upon pupil?
4. What previous trouble, if any, of this same nature, by this pupil? What was then done for correction?
5. Had you conferred with either parent previously? If so, with what result? Had you conferred with Principal or Superintendent?
6. What previous trouble of any other nature from this pupil?

Signed-----Teacher.

Sec. 45. When pupils persist in impudence or disrespectful conduct or language teachers should keep for future reference a careful written memorandum of dates, doings and sayings.

Sec. 46. Teachers should not question the truthfulness of pupils in the presence of their fellows, nor censure them in terms calculated to destroy their self-respect.

Sec. 47. Sealed letters addressed to the pupils must not be delivered to the pupils, but should be sent to the parents. The schools should in no way be a party to clandestine meetings or correspondence of pupils.

Sec. 48. Teachers should give careful attention to pupils with defective eyesight or hearing, and in case the progress of the pupil is seriously retarded because of the defect the teacher should assure herself that the parents are aware of the gravity of the case.

Sec. 49. Teachers shall not require pupils to procure text-books which have not been duly authorized by the Board.

Sec. 50. Teachers are prohibited from receiving any presents or testimonials procured by subscription from pupils under their charge, and this rule shall be so construed as to prohibit fruit and flower showers, so-called, for either teachers or pupils. No collection of money for any purpose shall be taken from the pupils of the schools by teachers or other employes of the Board, except for flowers for ill or deceased members, or for organizations directly connected with the schools.

Sec. 51. No teacher shall incur any expense to be met by the Board without permission of the proper committee, the Secretary, or the Superintendent.

Sec. 52. Teachers shall not award prizes or medals to pupils under their charge unless specially authorized by the Board.

Sec. 53. At the close of the school year each teacher shall file with the Superintendent an inventory of all the school property belonging to her room or department.

Sec. 54. Each teacher is expected to not only perform the particular duties assigned, but to be thoroughly interested in securing the best order, progress and discipline of all departments, and to be ready at all times to give assistance when needed.

Sec. 55. Teachers will be permitted to visit other than their own schools for the purpose of observation, not exceeding in all two days in any one year, when the Superintendent can satisfactorily arrange for such

absence. A report of the work observed should be made to the Superintendent.

Sec. 56. Teachers should not engage in tutoring for pay, or in any other outside duties which may hinder them from giving their best time and energies to their school duties, without special permission.

Sec. 57. In order that these schools may receive the benefit of the most approved methods of instruction and discipline it is expected that each teacher will avail herself as far as practicable of all the suggestions and inspiration to be secured by membership in educational associations and attendance thereon, as well as by subscribing for and reading educational books and periodicals.

Sec. 58. Leave of absence not to exceed one year may be granted to teachers who desire to better prepare themselves for teaching by attending higher institutions of learning, or on account of their own poor health. Each application for this privilege must be made in writing, and state that it is made with the distinct understanding that the applicant will return for duty here at the termination of the leave, unless honorably released from this obligation by the Board.

Sec. 59. The Board disclaims any desire of infringing upon the personal rights or privileges of the teachers. It desires that they should enjoy the greatest freedom within reason, in their associations and recreations. They should enjoy the fullest confidence of the Board, free from obtrusive espionage. The Board reserves the right, however, whenever in its judgment a teacher is overstepping the bounds of discretion and propriety, in either her associations or amusements, to either her own discredit or the det-

riment of the schools, to caution said teacher and request a modification or discontinuance of such offending. In case such teacher does not receive such caution and request in the proper spirit, and conform thereto, it shall become the duty of the Board to employ such additional measures as it may deem necessary under the circumstances.

Sec. 60. The Board may remove a teacher for improper conduct, incompetency, or neglect of duty, but will not take notice of any charge against a teacher unless presented in writing, and signed by at least one responsible person.

Sec. 61. Each teacher shall keep a copy of these Rules and Regulations on her desk, study them carefully at the beginning of each year, and read to the pupils from time to time such portions as the occasion may seem to require.

Sec. 62. The school buildings shall not be used for any other than school purposes except by special vote of the Board. No dancing shall be allowed in any school building. No merchant, agent, solicitor, or other person, shall be allowed to exhibit goods or samples, or to solicit trade, insurance, subscriptions or alms for any purpose whatsoever, or to circulate petitions or other papers for the signature of teachers or pupils, within or about the school buildings or the grounds thereof, except upon a written permit issued by the Board or the Superintendent. This rule is not intended to interfere with representatives of persons or firms dealing in school books or other school supplies, having business with the Superintendent or Principals. The Superintendent, Principals and jan-

itors, as well as the teachers, are expected to enforce this rule strictly.

PUPILS.

Section 1. Pupils for the grades or the High School may be received at any time, except in the classes for beginners, which shall be organized twice per year, and shall receive beginners only within the first four weeks after organization.

Sec. 2. No child under six years of age shall be received into any grade except at the beginning of the semester, when children who will be six years of age within four weeks may be admitted.

Sec. 3. No pupils shall be received in the Kindergarten who are under four years of age, except at the beginning of the school year, when children who will be four years within four weeks may be admitted.

Sec. 4. All pupils, upon their admission to the schools, shall be properly registered and shall attend the schools to which they have been assigned. They shall not be allowed to enter school out side of their own sub-district, or be transferred to another sub-district, except upon the written permit of the Superintendent.

Sec. 5. No pupil shall be received or continued in the schools who is known to be affected with any contagious or infectious disease, or to come from a home where any such disease prevails. The contagious diseases which are most dangerous to children and which are most likely to be communicated in the schools are Small-Pox, Diphtheria, Scarlet Fever, Measles, Whooping Cough, Tonsilitis, Pink Eye, and contagious skin diseases.

Sec. 6. In case of Measles no children from the infected house shall be allowed to return to school until one week after the disease has disappeared.

Sec. 7. In case of Scarlet Fever no person from the infected house shall be allowed to resume school attendance until eight weeks from the occurrence of the last case in the house, or if sickness has been prolonged beyond six weeks, until two weeks after the house has been finally fumigated.

Sec. 8. In case of Diphtheria no person from the infected house shall be permitted to resume school attendance until two weeks after Diphtheria germs can no longer be found in the throat on *bacteriologic examination*.

Sec. 9. No person shall be allowed to attend school while suffering from Whooping Cough, Chicken Pox, Mumps, Tonsilitis, or Pink Eye.

Sec. 10. In all cases of Scarlet Fever, Diphtheria or Small Pox, the person on returning to school must present a certificate from the Health Officer or the attending physician, stating that the above rules have been complied with and that it is proper to receive the pupil.

Sec. 11. Pupils afflicted with Pulmonary Tuberculosis shall not be allowed to attend school except in cases where a regular physician approved by this Board shall certify that their presence will in no way endanger the other pupils.

Sec. 12. Pupils are required at all times to be respectful to all teachers, punctual in attendance, correct in deportment, cleanly in person and dress, polite in conduct, truthful and chaste in language, studious during school hours, and obedient to rules.

Sec. 13. Pupils may be required to bring to their teachers excuses from their parents or guardians, either in person or by note, in all cases of absence or tardiness, or of dismissal before the close of school. Excuses for absence shall be brought at the next session after such absence, and shall state the reason for the absence.

Sec. 14. Any pupil who shall absent himself from any regular examination of his class, and shall fail to render sufficient excuse for such absence, may be required to take a special examination or be marked zero for the examination at the discretion of the teacher. But each pupil shall be entitled to a special examination when necessarily absent.

Sec. 15. Quarreling, fighting, loud talking, making obscene pictures, using obscene language, rude or discourteous conduct of every description, and insubordination to rule, either upon the public streets, or in the vicinity of the school buildings, as well as on the school premises, is hereby strictly forbidden, and such offenses will be deemed sufficient cause for severe discipline.

Sec. 16. Any pupil who shall strike his teacher in anger, or otherwise resist the enforcement of the Rules and Regulations, shall be severely punished, and may be expelled.

Sec. 17. Pupils shall not be allowed to carry fire arms, ammunition, slings, or other dangerous weapons or play things; or to throw stones, snowballs or other missiles, while on the school premises or on the streets adjoining.

Sec. 18. The use or possession of tobacco in any form is strictly forbidden about the school premises,

or on the streets adjoining. Violation of this rule may incur suspension.

Sec. 19. The school telephones are designed especially for the use of school officers, teachers and janitors, to enable them to communicate with each other and with patrons upon school business. Neither pupils nor outsiders shall be allowed to use the 'phone except by special permission of the Principal, and then only to communicate with their homes. Neither pupils nor teachers shall be called from classes to the 'phone except in special emergency. No toll messages shall be sent over any of the school telephones except from the Superintendent's office and by his express permission.

Sec. 20. The school pianos are for school use, and should not be used for private practice except by special permission of Board or Superintendent. The same general rule will apply to private use of all other school property.

Sec. 21. Any pupil who shall cut or otherwise injure any part of the public buildings or outbuildings, or injure any fence, tree, or any other property belonging to the District, a teacher or another pupil, either intentionally or by accident, or shall write any profane or obscene picture or character on any public school property, shall pay in full for all damages, and may be suspended, expelled or otherwise punished, according to the nature of the offense.

Sec. 22. The doors shall be open for admission of pupils or patrons at 8:30 a. m. and 1:15 p. m. Pupils shall not be admitted before these times except by their own teachers or Principals, except that in inclement weather any teacher or janitor may admit

pupils prior to the opening hour, taking direct charge of such pupils until the regular time for opening of doors.

Sec. 23. Any pupil absent for any reason whatever will be expected to make up all lessons lost unless excused by the teacher.

Sec. 24. Pupils not in their own rooms at the exact time for opening of school shall be considered tardy unless they have previously reported to their teachers on the school premises for that particular session and been temporarily excused. No pupil shall remain away from school to avoid tardiness.

Sec. 25. All pupils in health may be required to pass out at recess when the weather is suitable.

Sec. 26. Pupils are forbidden to engage in physical contests between classes or to indulge in hazing in any form.

Sec. 27. Pupils of the upper grades and the High School are advised that the regular work of their grades requires that regular study hours outside of school be carefully observed on the nights of school days.

Sec. 28. Pupils should not be excused to leave school for preparation for any entertainment or party, or to attend any meeting, or for any other purpose, when such absence would interfere with any regular work.

Sec. 29. No pupil under discipline in one school will be transferred to another school until such censure is removed.

Sec. 30. Pupils shall not be allowed to remain in any of the rooms during the noon hour, except in the presence of a teacher or janitor, who is made

responsible for the care of room, furniture, books, etc., in the room designated for that purpose, and who will exercise full charge until the assembling again of the other teachers to resume their respective duties. Pupils remaining at noon will not be permitted to leave the school premises without the consent of the person in charge; nor shall pupils be permitted to leave the school premises at any time without the permission of their teachers.

At the close of each session all pupils should leave the school premises except when given special permission to remain.

Sec. 31. Pupils will not be allowed to work in the laboratories or elsewhere in school buildings, outside of school hours or in vacations, except under personal supervision of a teacher.

Sec. 32. Pupils shall not be allowed to remain after school to work by artificial light without in each case securing permission of the Principal.

Sec. 33. All pupils are forbidden to join or pledge themselves for membership in any secret organization of such a character as those commonly known as fraternities or sororities; or to form any such organization. Members of such organizations now existing in our schools are forbidden to initiate or to solicit new members or pledges for membership.

Pupils disregarding this rule, or holding membership in any organization which shall disregard it, shall be debarred from the privilege of representing the school in any contest, or of becoming members of any regularly recognized school organization, or of receiving any school honors; and shall be subject to

such additional penalty as the school authorities may deem proper.

In case any question arises with reference to due observance of this rule by any pupil, such pupil may be required to give written assurance of full compliance with the rule, and to explain in full any act or part taken which may seem to be a violation of it.

Sec. 34. High School pupils are forbidden to use the High School name in connection with any organization or event that does not have the full consent and co-operation of the Principal.

Sec. 35. With the consent of the Principal and Superintendent the literary societies of the High School and other duly recognized High School organizations may be allowed the use of the High School assembly room or other suitable rooms, for public meetings to be conducted under the direction of the High School faculty.

Sec. 36. Organizations of pupils connected with the High School are forbidden to arrange for entertainments or to enter into financial obligations with a view of raising, receiving or paying out money, without the consent of the Principal.

Sec. 37. Pupils sent to other schools or places to represent their own schools will be held responsible for proper conduct while thus away representing the school.

Sec. 38. Any pupil having a satisfactory record in attendance and deportment, thruout the year, and an average of 90 per cent. or over in any study, will be excused from final examination in that study; the same privilege will be given to pupils completing studies finished in one semester.

Sec. 39. No pupil shall be considered eligible for graduation honors or class honors, or for appointment to any position of honor in connection with any of the High School organizations, whose conduct in relation to the school and its regulations is not reasonably satisfactory to the school authorities.

Sec. 40. Whenever non-resident pupils may be received into any grade without detriment to pupils residing in this District. such pupils may be received upon payment of tuition.

In accordance with the school law of Colorado all pupils will be considered non-resident whose parents or guardians have not a legal, bona fide residence in this District. In all cases of doubt or disagreement as to residence the parents should personally confer with the Superintendent, and, if so desired, file with him a written statement of the facts in the case, to be presented to the Board at their next meeting.

The rates of tuition shall be as follows:

For High School or 8th grade pupils \$4.50 per school month of four weeks, or \$12.00 per term of twelve weeks. For pupils below the 8th grade \$3.00 per school month, or \$8.00 per term of twelve weeks.

The monthly rate shall be charged in all cases except when the full term rate is paid within the first week of the term. No deductions shall be made for absence of less than two weeks, and pupils entering within the first two weeks after beginning of school shall receive no deduction on account of such late entry.

All tuition is payable to the Superintendent, and must be paid strictly in advance.

Sec. 41. Any parent or guardian having a grievance for or on account of his child may present the same in person to the teacher having charge of said pupil. Parents or guardians are expected to present complaints in a courteous and temperate manner, and in no case in the presence of any pupil. A teacher receiving a complaint shall give a patient and respectful hearing to the same at the earliest time proper, making a special appointment for such purpose if necessary; and shall use all reasonable means to adjust the matter in a satisfactory manner, if such result can be obtained without sacrifice or prejudice to school regulations and discipline.

Sec. 42. In case complainant and teacher are unable to adjust the difficulty said complainant may appeal the case to the Superintendent at his office during office hours. The Superintendent will make an appointment for a hearing, and notify the teacher involved of the appeal. Whereupon said teacher shall file with the Superintendent, as soon as possible, a written statement giving a full report of the case, including the interview with the complainant. The teacher shall also be present at the hearing of the appeal if required by the Superintendent.

Sec. 43. In case the complainant is not satisfied with the decision of the Superintendent he or she may file a written appeal with the Secretary of the Board. Said appeal shall consist of a full and concise statement of the complaint. The complainant will receive due notice in writing of the time and place where the complaint will be heard and considered by the Committee upon Discipline, or the Board. The Directors individually are not expected to hear verbal

complaints from parents or guardians, but will courteously advise such complainant as to the regular way in which the complaint will receive consideration, and thereupon courteously decline to hear an "ex-parte" statement of the case, or to enter into any discussion of the same.

JANITORS

Section 1. Janitors shall be directly subject to the orders of the Superintendent and Principals of their respective buildings, and shall not leave the premises during school hours without permission of the Principal or the Superintendent. They shall see to it that nothing about their buildings or grounds is injured or destroyed. They shall also take care of the trees, shrubs and flowers, and clay for modeling. They shall make such minor repairs as may be needed. They shall enter upon their duties at such time as may be ordered by the Board, and shall be subject to removal at the pleasure of the Board; they shall devote their entire time to the work prescribed, and shall strive to make everything in and about their buildings and yards look as attractive and pleasant as possible, not only during sessions of school, but during vacations as well.

Sec. 2. Janitors shall be responsible for their respective buildings from the close of each school day until 8:30 of the following school morning; also upon Saturdays, Sundays, holidays and vacations. They shall see that the windows are closed and outside doors locked as soon as practicable after the close of each session,

Sec. 3. They shall make the fires early enough to get the rooms warm by the time the doors are to be opened, and allow no ashes to collect under the grates

of either the stoves or boilers. Each janitor must follow the printed instructions in every particular in regard to care and operation of his furnace.

It shall be the duty of janitors having care of rooms heated by stoves to provide an ample supply of coal to last until their return. Janitors who have care of rooms heated by stoves and who are employed for full time should visit each one of these rooms at the middle and close of each session, as well as at the beginning.

Sec. 4. They shall sweep all rooms, halls and stairways, dust them at least once each day, and oftener on rainy or dusty days if the Principal requires it. They shall not commence the sweeping of the rooms before 4:00 p. m., unless requested to do so by the Principal. Before beginning to sweep they shall see that all ink wells are closed; also that ink wells are always supplied with ink during time school is in session, and washed out whenever the ink becomes thick.

Sec. 5. They shall attend to the ringing of the bells as follows: at 8:57 a. m. and 1:27 p. m.; also at the opening and close of each recess. They shall wind the clocks and see that they keep correct time.

Sec. 6. They shall assist the Principals in keeping and maintaining proper order on the play grounds during intermissions, permit no quarreling or unseemly conduct, and permit no outsider to molest the pupils during this time.

Sec. 7. They shall keep the privies always clean, and allow no writing or cutting of any kind on the woodwork or walls. They must inspect them promptly after each intermission, and should they find any

cutting or writing they shall report the same promptly to the Principal.

Sec. 8. They shall frequently clean all erasers, blackboards and chalk trays, taking care that as little chalk dust as possible is scattered about the rooms.

Sec. 9. They shall at all times keep the steps and walks about the buildings and around the school premises swept clean and free from snow, ice and mud.

Sec. 10. They shall scrub the floors, wash the woodwork and windows, and sweep the walls of halls and rooms, at least twice during the year, once at the winter vacation and once at the close of the summer vacation. All ink spots should be removed immediately.

Sec. 11. They may be sent by the Principal upon school errands at such times as will not interfere with their other duties.

Sec. 12. As far as possible janitors shall display the American flag on their respective buildings upon each regular holiday and on any other day designated by the Superintendent.

Sec. 13. Whenever persons are employed by the day or hour in making repairs it shall be the duty of the janitor of the building to keep an account of the time each person is employed, and report same to the Secretary.

Sec. 14. Janitors who have living rooms in the school buildings must obtain the consent of the President for permission to leave the buildings over night during vacations. When school is in session permission may be obtained from the Superintendent.

Sec. 15. Janitors occupying living rooms in the basements of school buildings without charge are en-

titled to the same only so long as they conform strictly to the regulations of the Board governing the use of same now in force or which may be hereafter made by the Board.

Janitors are especially forbidden to cook or use, upon days when school is in session, any vegetables or foods which are well known to have pungent and disagreeable odors and may prove offensive to the other occupants of the building.

Sec. 16. No janitor is permitted to order any supplies or repairs at the expense of the Board without a written requisition, signed by the Secretary, President or Superintendent. Whenever any repairs or supplies are needed, he shall at once report such needs to the Secretary or Superintendent.

Sec. 17. The use of tobacco or intoxicating liquors in any form on or about any of the school premises is strictly forbidden.

Sec. 18. Soon after his appointment it shall be the duty of each janitor to be sworn in as a special police officer, to serve, without extra pay, upon the school premises and the streets adjoining. Upon expiration of his appointment as such officer he shall promptly attend to having it renewed.

Sec. 19. At the close of each school year each janitor shall file with the Superintendent a list of all tools and utensils on hand.

Sec. 20. Janitors should make themselves familiar with all the Rules and Regulations, to the end that they may at all times be ready to intelligently assist in the enforcement of the same.

Sec. 21. Monthly Salary Schedule.

	8 or 9 room building	10 or 11 room building
First year of service-----	\$50.00	\$55.00
Second year of service-----	54.00	58.00
Third year of service-----	57.00	62.00
Fourth year and thereafter-----	60.00	65.00

The advance in salary will, in all cases, depend upon satisfactory service.

In the above schedule the word "room" refers to rooms furnished with desk seats for pupils, with one or more permanent teachers, and used for grade purposes. Also similar rooms used for high school or kindergarten purposes.

Janitors will be allowed full salary for ten months per year, and half salary for two months per year, from June 10th to August 10th, during which time the Board will reserve the right to as much of the janitor's time as may be needed for the school work, but will allow janitors to engage in outside work when it will not interfere with their other duties. Janitors in charge of buildings with living rooms will be allowed the free use of these rooms, with fuel, water and electric lights for the same under the rules prescribed by the Board.

ATTENDANCE OFFICER

Section 1. The Attendance Officer shall carefully and promptly investigate all cases of absence or non-attendance referred to him by the Superintendent, and promptly report upon each case. He shall give all necessary warnings to parents or pupils who do not

observe the law, and make all necessary prosecution of offenders as provided by law for Truant Officers.

Sec. 2. He shall also investigate all complaints concerning the illegal sale or giving of tobacco to school children, and prosecute those found guilty of disobeying the law.

SUPPLEMENT

ABSTRACT OF COMPULSORY ATTENDANCE LAW.

All children between the ages of 8 and 16 shall attend school regularly for the entire year for which the schools are open, with the following exceptions:

Children over 14 who have satisfactorily completed the work of the 8th grade, or children who have secured written permits for absence from the Superintendent because of any one of the following reasons:

(a) Poor physical or mental condition, as certified by a reputable physician residing within the District.

(b) The help of the child is necessary for his own support or the support of the parents.

(c) The child is receiving proper instruction at home from a person duly qualified.

(d) Other good cause showing that it would be for the child's best interest.

The permit must state the reason for which issued. The law does not intend that children under the age of 14 shall receive permits for absence for work.

In case of refusal of Superintendent to grant permit an appeal may be taken to the County Court within ten days. Decision of Court is final. Applications for permits shall not be renewed oftener than once in three months.

Employers of children must require proof of compliance with the law, keeping written record of proof given, which record shall be open to the Truant Officer,

Superintendent or any Director. Those who employ a child contrary to these provisions are liable to fine of \$25.00 to \$100.00.

Any child who does not comply with this law, or who is vicious, incorrigible or immoral, or who is an habitual truant from school, or who habitually wanders about the streets or public places in school time or at night, having no employment or lawful occupation, shall be deemed a juvenile disorderly person.

Districts of 1st and 2nd class shall appoint one or more Truant Officers, who shall be vested with police powers, and have authority to enter all places where children are employed, for investigation or enforcement of this law.

The Truant Officer shall examine into any case of truancy within his district, and warn the person in charge of any offender of the final consequences of persisting in truancy. He shall require the parent or the person in charge to have the child in school within five days. Upon failure of the person to do so, he shall make complaint in the County Court against the person in charge, who shall be fined from \$5.00 to \$20.00, or the Court may require the person to give bond, with approved sureties, for faithful observance of the law. Upon failure of person to pay fine or furnish bond, the person in charge shall be imprisoned for ten to thirty days.

The Truant Officer, any teacher or other reputable person may make complaint in Court against any juvenile disorderly person. Upon conviction any child shall be committed to a children's home, or the Boy's or Girl's Industrial School. The commitment may continue until the child is of age. The order of

commitment may be suspended by the County Judge during such time as the child shall attend school regularly and behave properly.

The Truant Officer shall keep a record of his transactions, open to inspection of Superintendent or any Director. He shall perform such other duties as the Superintendent or Board of Directors may deem necessary to preserve the morals and secure the good conduct of school children.

Authorities charged with the relief of the poor shall, if necessary, afford such relief as will enable the children to attend school.

Any person violating any provision of this act, for which penalty is not provided, may be fined not more than \$50.00. Any person convicted a second time of a similar offense may be imprisoned in addition to the fine.

LAW CONCERNING GIVING OR SELLING TOBACCO TO CHILDREN

"It shall be unlawful for any person or persons to give or sell cigarettes to any person or persons under the age of 16 years."

"An person who shall sell, give or furnish any tobacco or article made in whole or in part of tobacco, to any child under 16 years of age without the written order of the father or guardian of such child, shall be fined in a sum not less than \$5.00, nor more than \$100.00, or imprisoned in the county jail not more than three months."

"Justices of the Peace in their respective precincts shall have jurisdiction to try cases under this act,

subject to the right of appeal as in cases of assault and battery."

*ABSTRACT OF COLORADO LAW CONCERN-
ING JUVENILE DELINQUENT PERSONS*

A juvenile delinquent person is any child under sixteen years of age who violates any state law, or city or town ordinance; or who is incorrigible; or who knowingly associates with vicious or immoral persons; or who knowingly enters any saloon or dram shop, or gambling place, or pool room, or bucket shop, or house of ill-repute; or who wanders about the streets at night without being upon any lawful business; or who habitually wanders about any railroad tracks or yards, or jumps upon moving cars or enters any car or engine without lawful authority; or who is growing up in idleness or crime; or who habitually uses vile, profane, or indecent language, or is guilty of immoral conduct in any public place or about any schoolhouse.

All proceedings against such persons shall be brought by information or sworn complaint to be filed by the District Attorney, or his deputy, in the County Court. The Court may commit a juvenile delinquent person to the care of a Probation Officer, or a suitable family home, or a children's home, or a State Industrial School, for a period not longer than till the person is twenty-one years old.

In counties having a population of 15,000 by the last federal census the County Judge may appoint a Probation Officer on salary if the Judge and a majority of the County Commissioners deem it necessary.

Any person who shall be responsible for or in any way encourage, cause or contribute to the delinquency

of any child, is liable to a fine of \$1,000.00 or imprisonment not to exceed one year.

ABSTRACT OF COLORADO LAW REGARDING HAZING

No person shall engage in any of those practices commonly called hazing, or in any acts of torturing, tormenting or in any way maltreating a fellow inmate, employee or student.

Penalty \$5.00 to \$50.00. Also, if done by any officer, teacher or student of any state institution, dismissal from the institution.

ABSTRACT OF CERTAIN ORDINANCES, CITY OF FORT COLLINS

1. *Liquor.* No person shall sell or give, directly or indirectly, any malt, vinous, mixed, fermented, or spirituous liquor, to any person. Penalty, \$100.00—\$300.00.

2. *Gambling.* No person shall maintain or operate any gaming table, playing cards, or instrument or device whereon or with which any money or any other article of value shall be played for. Penalty \$10.00—\$100.00. No person shall play for money or anything of value, by means of cards, dice, or any other device. Penalty \$5.00—\$100.00.

3. *Billiard Halls.* No person holding a license for any billiard or pool table, shooting or bowling alley, cane rack, ball or puppet game, or striking machine, shall allow any minor to use or play upon said device, or loiter about or frequent the room or place where any such device is kept. Penalty \$20.00-\$100.00.

4. *Disturbing the peace.* No person shall maliciously, wilfully, or in an abandoned manner, disturb the peace of any neighborhood or family by loud or unusual noises, or tumultuous or offensive carriage, fighting or quarreling, or conducting himself in a disorderly manner. Penalty \$10.00-\$100.00.

5. *Sling shot.* No person shall use, carry or have in his possession, any sling shot, or other device by which to throw stones, clods, metal or hard substances. Any resident of Fort Collins finding any person with such an instrument in his possession may take possession of such an instrument and deliver it at once to the City Marshal or any public officer, who shall immediately arrest the offender. Penalty \$3.00-\$100.00.

6. *Disturbing birds.* No person shall capture, kill, wound or shoot any song or insectivorous bird, or molest or injure the nest, eggs or young of such a bird. Penalty \$5.00—\$10.00.

7. *Abusing dumb animals.* No person shall unnecessarily or cruelly beat, whip, kill, or otherwise abuse any dumb animal. Penalty \$5.00-\$100.00.

8. *Dangerous driving.* No person shall immoderately drive or ride any horse or mule upon any street, avenue or alley. Penalty \$10.00-\$100.00.

No person shall drive or propel any automobile or bicycle faster than twelve miles per hour; or, in turning a corner, faster than eight miles per hour. Penalty \$5.00-\$10.00.

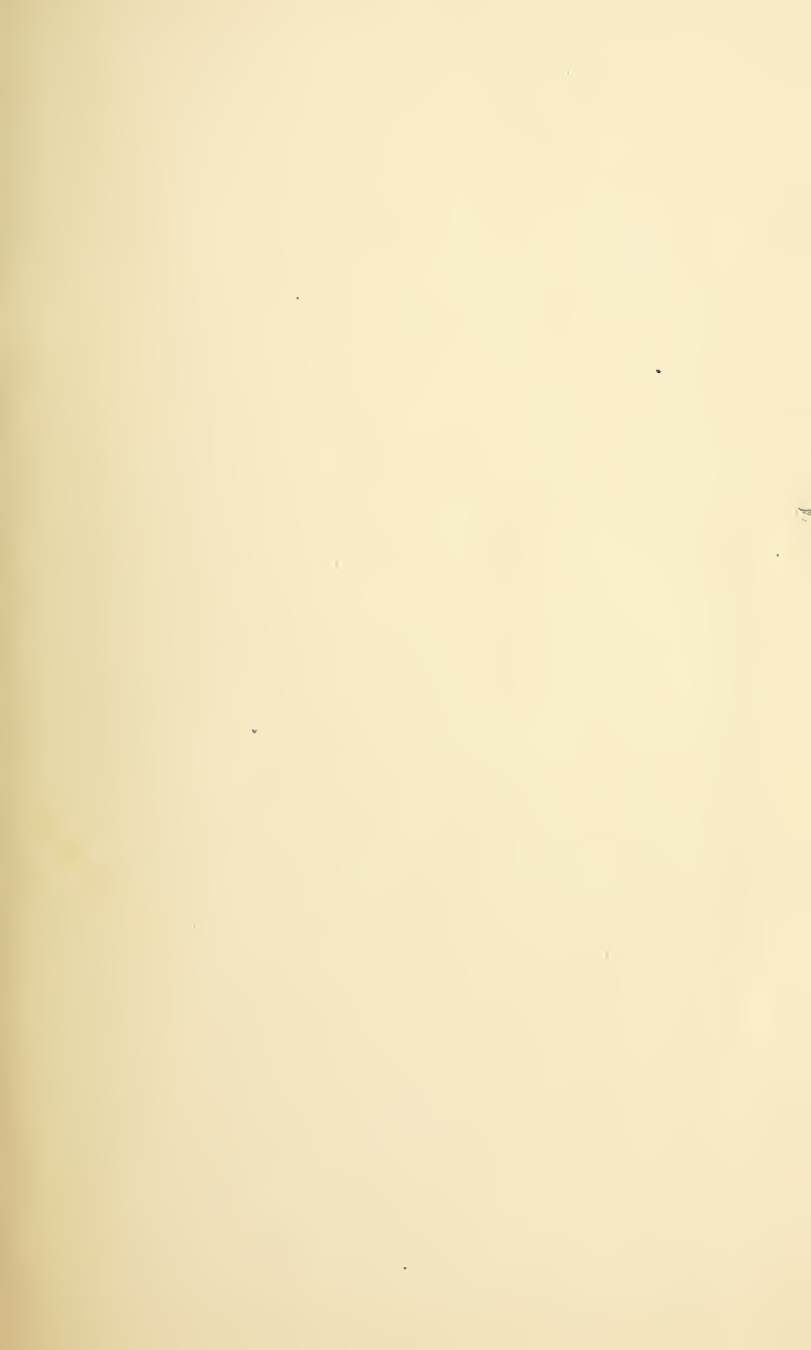
No person shall ride a bicycle, tricycle, or any other riding machine, along any public sidewalk. Penalty \$5.00—\$100.00.

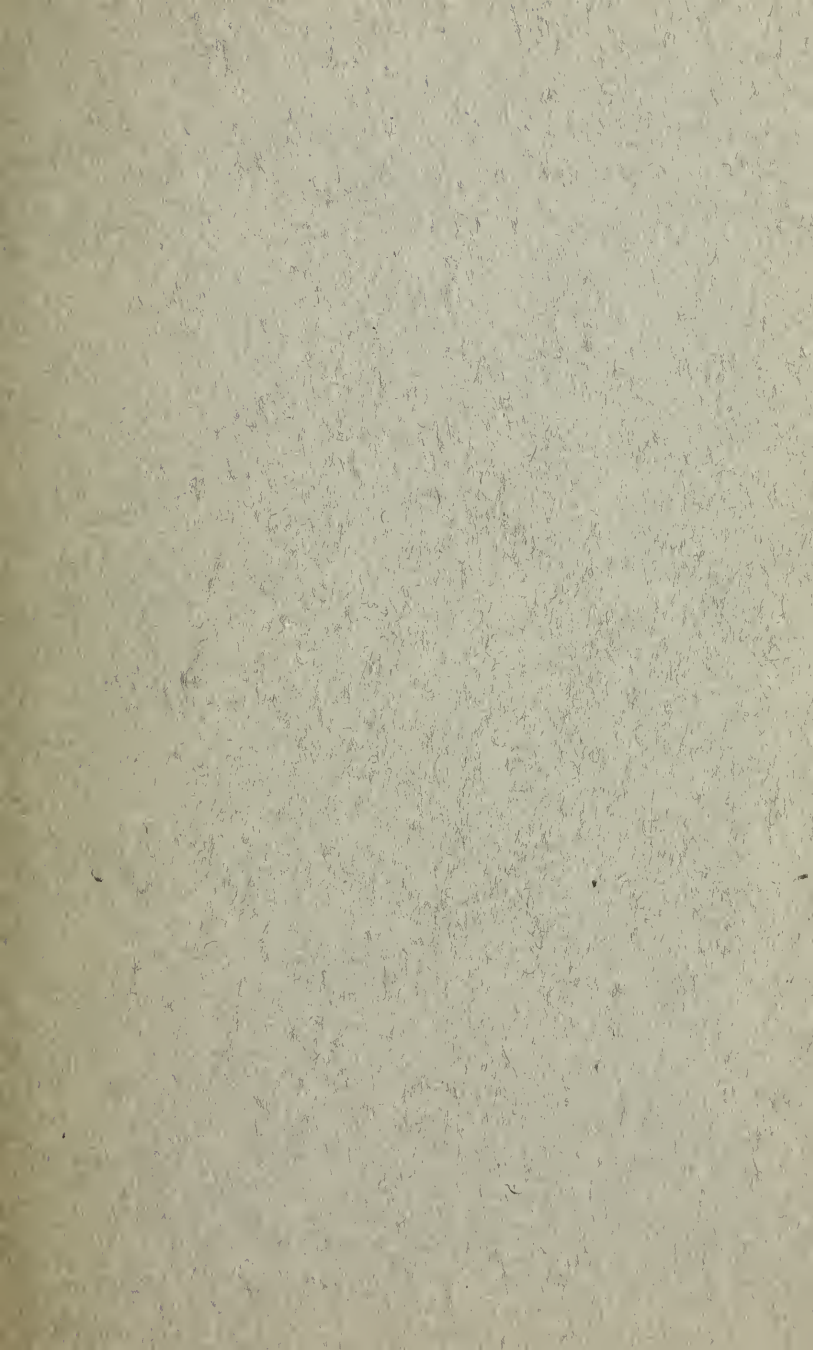
9. *Damaging tires.* No person shall place in any street, alley or other public place, any ashes, glass, nails, tacks, or any other article which might injure the tires of bicycles or other vehicles. Penalty \$10.00-\$100.00.

10. *Climbing on cars.* No boy under 18 years shall get on or off any railroad car while it is in motion. Penalty \$2.00-\$10.00.

11. *Curfew.* No child under the age of 17 years shall frequent, loiter, play, or remain upon any street, alley, public grounds, vacant lot, or the stairway or hallway of any public or business building, later than 9 p. m. from April 15th to October 15th; or later than 8 p. m. from October 15th to April 15th. Penalty \$1.00-\$10.00.

No parent shall knowingly permit any violation of the above. Penalty \$1.00-\$25.00. (The Mayor may suspend the operation of this ordinance for not more than twenty-four hours at any one time.)





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